

**The 10th Global Forum
of the
United Nations
Alliance of Civilizations
(UNAOC)**

CASCAIS, PORTUGAL
25 – 27 November 2024

**LOGISTICAL NOTE
FOR OFFICIAL DELEGATIONS**

Table of Contents

1. INTRODUCTION	1
2. REGISTRATION OF OFFICIAL DELEGATIONS	1
2.1 REGISTRATION PROCEDURE	2
2.2 COLLECTION OF ACCREDITATION BADGES.....	3
3. LIAISON OFFICERS	4
4. VISA REQUIREMENTS AND OTHER TRAVEL INFORMATION	4
5. ARRIVAL AND DEPARTURES	5
5.1 AIRPORT INFORMATION	5
5.2 STATE AND PRIVATE FLIGHTS.....	5
5.3 IMMIGRATION AND CUSTOMS	6
5.4 ACCOMMODATION.....	6
6. NAVIGATING PORTUGAL: TRANSPORTATION TO/FROM LISBON AND TO/FROM CASCAIS	7
6.1 GETTING FROM LISBON TO THE FORUM VENUE	7
6.2 VEHICLE ACCREDITATION.....	9
6.3 THE MEETING VENUE FACILITIES AND SERVICES	9
7. INTERPRETATION and UNTV COVERAGE	10
8. UNAOC Group of Friends high-level Meeting	11
9. BILATERAL MEETING ROOMS	11
10. MEDIA CENTER	11
11. CATERING	12
12. MEDICAL SERVICES	12
13. SECURITY	12
13.1 PERSONAL PROTECTION / SECURITY OFFICERS AND CLEARANCES	13
14. GENERAL INFORMATION	14
15. CONTACT INFORMATION	14

1. INTRODUCTION

Portugal welcomes all Official Delegations and representatives to **Cascais, Portugal**, for the **10th Global Forum of the United Nations Alliance of Civilizations (UNAOC)**.

In order to prepare for the participation of your delegation, the Organizing Committee has the pleasure to share this Logistical Note, which details the protocol and logistical information that will be necessary for your visit.

The 10th Global Forum of the United Nations Alliance of Civilizations will be held in Cascais, Portugal from 25 to 27 November 2024 in two locations:

- The Youth Forum will take place in the **São Julião da Barra Fort**, located in Estrada Marginal, 2780-267 Oeiras.

More information: [São Julião da Barra Fort](https://www.defesa.gov.pt/pt/adefesaecu/fsjb)
<https://www.defesa.gov.pt/pt/adefesaecu/fsjb>

- The Plenary Sessions, High-Level events and Breakout sessions will take place at the **Estoril Convention Center**, located in Avenida Amaral, 2765-192 Estoril, Portugal.

More information: [Estoril Convention Center](https://conventionbureau.visitcascais.com/en/resource/centro-de-congressos-do-estoril)
<https://conventionbureau.visitcascais.com/en/resource/centro-de-congressos-do-estoril>

All relevant information about the 10th UNAOC Global Forum is also available on the **Forum Website**, which has the following URL: <https://cascais.unaoc.org/>

The Official Delegations are responsible for their travel, accommodation and inner-city transit while in Portugal.

2. REGISTRATION OF OFFICIAL DELEGATIONS

Official delegations are individuals representing one of the UNAOC Group of Friends¹, which includes UN Member States, Observers and International Organizations. The United Nations officials, including the United Nations Secretary-General, President of General Assembly, Under-Secretary-General, United Nations staff and other United Nations personnel are also considered representatives of official delegations to the Forum.

Members of the UNAOC Group of Friends may register multiple delegates as part of their official delegations. There is no limit to the number of registered delegates.

Access to Plenary Rooms

Due to space limitations, plenary rooms can only accommodate 1+1 delegates (Head of Delegation + 1 additional individual). Overflow rooms will be available for members of official delegations who are unable to access the main plenary rooms. They can follow the sessions from the overflow rooms through large screens livestreaming the sessions.

¹ The latest list of the UNAOC Group of Friends may be found here:
<https://www.unaoc.org/who-we-are/group-of-friends/>

2.1 REGISTRATION PROCEDURE

Please note that online registration is mandatory for all official delegations of the 10th UNAOC Global Forum. The registration has two components, namely:

(1) Note Verbale: official delegations should submit a Note Verbale to the Ministry of Foreign Affairs of Portugal (email: registration.unaocforum@mne.pt) indicating the composition of their delegation and the respective functional titles as well as the designated focal point for any subsequent contact. The Head of Delegation must be indicated in the Note Verbale.

And:

(2) Online Registration: all official delegations must register online through the Forum website.

Online registration will be available on 05 August and will close on 15 October.

Online Registration is mandatory and must be completed in addition to the Note Verbale. Failure to register via the website may result in your delegation not receiving their badges, which will be needed to access the Forum venues.

Due to security reasons, only participants with visible accreditation badges will gain access to the Forum venue and must carry them throughout the whole Forum. Accreditation badges will only be provided to those participants who have completed the online registration via the Forum's website.

Below is a **step-by-step guide** on how to register for the 10th UNAOC Global Forum. More detailed instructions will be available on the Forum website.

- A. Go to the registration link: <https://cascais.unaoc.org/registration/official-delegations/>
- B. Enter the invitation code: *********
- C. Please provide all of the required information on the registration form.

NOTE: Please prepare **your high-resolution photo** and a **scanned copy of your passport**. You will need to upload these files as part of the online registration process. Please make sure that you enter accurate data, since it will be used by the Organizing Committee to clear the lists for issuance of accreditation.

Please make sure you provide a **valid e-mail**, and ensure that you double check your email address for any potential misspellings or typographical errors. The Organizing Committee will use this e-mail address to communicate with you on all Forum-related matters, including the latest programme and logistics.

- D. After filling in all of the required information, please click SEND to submit your online registration. You also have the option to save the form and complete it later.

Save for later

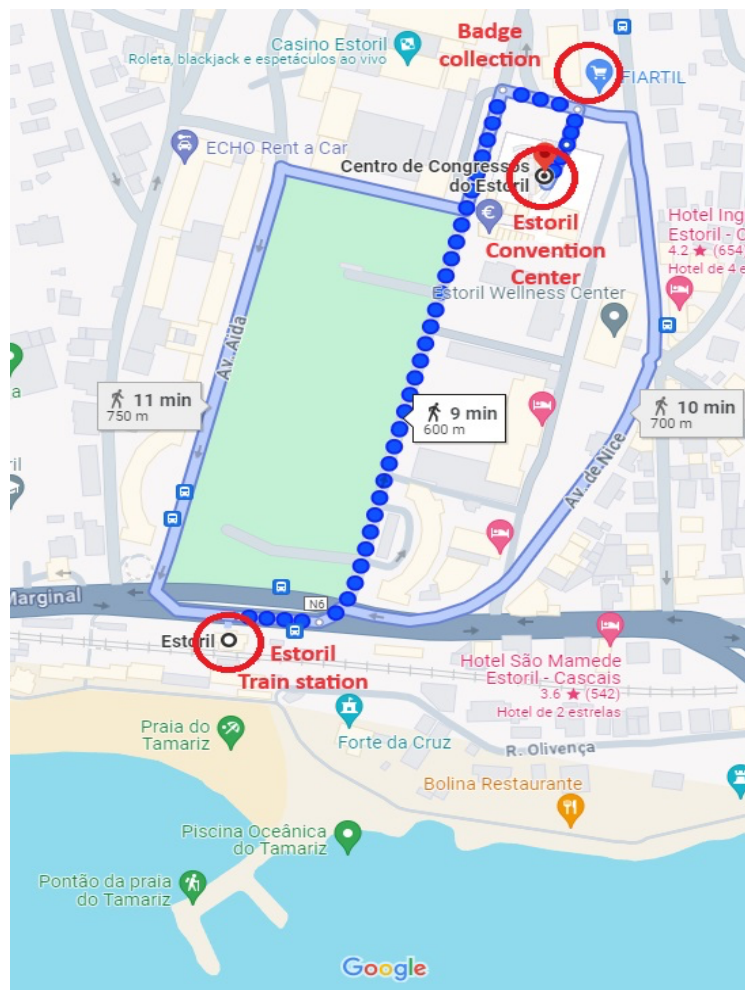
SUBMIT REGISTRATION

- E. After completing your online registration, you will receive an e-mail notification from the Organizing Committee, acknowledging that you have submitted your online registration. If you do not see such an e-mail in your mailbox, please check your spam folder. As the Forum draws closer, a confirmation of successful registration will be sent to each participant.

Please note that the deadline to register is 15 October 2024.

2.2 COLLECTION OF ACCREDITATION BADGES

The Accreditation Centre for official delegations will be located opposite to the entrance of the Estoril Convention Center. Note: As stated in previous sections, only delegations who have completed their online registration will receive badges to access the Forum venues.



Map by Google Maps

The Accreditation Centre will be open for badge collection from Sunday, 24 November to Tuesday, 26 November during the following hours (subject to change):

- Sunday, 24 November, 9:00 a.m. – 5:30 p.m.
- Monday, 25 November, 8:00 a.m. – 5:30 p.m.
- Tuesday, 26 November, 7:30 a.m. – 12:00 p.m.

Approved participants may have their Forum badges collected by representatives of their embassies or consulate-general in Portugal or the region. To facilitate this, a **Note Verbale with an official stamp from either the Permanent Mission of the delegation to the United Nations in New York or the embassy/consulate-general in Portugal is required**. The Note Verbale must include:

- a) the name (in English) of the authorized representative;
- b) the representative's contact mobile number;

The authorized representative must present the following documents at the Accreditation Center to collect the Forum badges and secondary access cards:

- a) the Note Verbale with the aforementioned details;
- b) the authorized representative's passport or a government-issued photo ID;
- c) copies of the passports of all delegation members;

It is the responsibility of the delegates or representatives collecting the badges and access cards to ensure their safe delivery to their delegation members. Please note that the Accreditation Center will not issue duplicate passes or secondary access cards.

3. LIAISON OFFICERS

The Portuguese government will assign a Liaison Officer (LO) to assist delegations led by a Head of State, Head of Government, and Minister of Foreign Affairs for the duration of their stay. Contact details of the assigned LO will be sent prior to the Forum. Delegations are requested to ensure that there is a space available for the LO in the delegation cars.

4. VISA REQUIREMENTS AND OTHER TRAVEL INFORMATION

Please note that a successful accreditation to the Forum does not guarantee entrance to Portugal. For information on entry requirements, consult the Portuguese Embassy or Consulate of your choice to determine if you require a visa and to understand the application procedure.

A list of countries with visa requirements is available at the following link, along with information where visas can be issued: <https://vistos.mne.gov.pt/en/short-stay-visas-schengen/general-information/who-needs-a-visa>

Due to the time required for visa processing and issuing, those wishing to attend the Forum should submit their visa application as early as possible, before departing from their country of origin.

The visa application for entering Portugal is separate from the registration process for attending the Forum. Delegates are encouraged to obtain information on each procedure and follow their respective requirements and timelines. **Visas cannot be issued on arrival.**

All participants of the 10th UNAOC Global Forum are required to possess an authentic and valid travel document. Passports must be valid for at least 3 months beyond the intended date of departure from the

European Union and must have been issued within the last ten years

(https://europa.eu/youreurope/citizens/travel/entry-exit/non-eu-nationals/index_en.htm).

More information on visa applications can be found here: <https://vistos.mne.gov.pt/en/short-stay-visas-schengen/required-documentation/short-stay-visa>.

5. ARRIVAL AND DEPARTURES

5.1 AIRPORT INFORMATION

Humberto Delgado International Airport is an international airport located seven kilometres northeast of the city centre of Lisbon and thirty kms of the Forum venue.

5.2 STATE AND PRIVATE FLIGHTS

Due to the expected congestion at Humberto Delgado International Airport and other national civil airports, advance planning for the parking of aircrafts for Heads of State (HoS) and Heads of Government (HoG) is required. Delegations are required to provide the following information at least three weeks in advance, even if tentatively: a) the type of aircraft; b) the expected arrival and departure dates and times. This information should be sent to the following e-mail addresses: sp@mne.pt and unaocforum@mne.pt.

The Humberto Delgado International Airport authorities recommend that official delegations travelling in state and/or private flights schedule their arrivals and departures within the following slots:

Date	6h/7h	21h/22h	22h/23h	23h/24h
24Jun				
25Jun				
26Jun				
27Jun				
28Jun				

To minimize the impact on commercial aviation, Portuguese authorities may suggest specific arrival and departure times. Due to limited aircraft parking at the Lisbon Airport, it may be necessary to park aircraft at other civil or military airports.

Private charter flights

Event participants arriving or departing on private or charter flights may utilize ground assistance services provided by charter companies at the International Airport. The availability and specifics of these services can vary between companies. Therefore, all details should be confirmed directly with the respective charter company prior to departure.

Delegations arriving in Lisbon by state, military or private aircraft must send a request for landing clearance via Note Verbale to the Portuguese State Protocol (sp@mne.pt). Additionally, a copy of the Note Verbale must be sent to: .

5.3 IMMIGRATION AND CUSTOMS

Upon arrival at the Humberto Delgado International Airport, Heads of States, Heads of Governments, Heads of Delegations and other delegation members and participants of the Forum will receive differential treatment for the purposes of completing the migration, customs and other procedures in accordance with applicable Portuguese.

Trolleys are available to passengers free of charge in the baggage claim area. Information on lost baggage is available in the same area. Currency exchange services are located near the Arrivals Terminal.

Passport control, immigration, baggage, and customs desks

It is the responsibility of embassies accredited in Lisbon to handle all formalities related to passport control, immigration, customs and baggage claim.

VIP Rooms

The Portuguese State Protocol will grant the use of a VIP Room (Room A or B) to Heads of State (Hos), Heads of Government (HoG) and ministerial level delegates.

Departure

Passengers must arrive at the airport two to three hours prior to their scheduled departure time. Delays may occur due to waiting lines at check-in counters, security checks, baggage screening and passport control. Please note that no assistance will be available for departing delegation members.

5.4 ACCOMMODATION

A list of hotels with negotiated rates near the Forum venue can be found at:
<https://airtable.com/appOvEb9wOPfHo51c/shrusuAgQfH6fATSV>

6. NAVIGATING PORTUGAL: *TRANSPORTATION TO/FROM LISBON AND TO/FROM CASCAIS*

Delegations are responsible for arranging their transportation to and from airports, as well as between their respective hotels, and the Forum venues.

Public Transport and Taxi Services to and from Humberto Delgado International Airport

Subway:

The Red Line operates between the airport and the city centre between 06.30 a.m and 01.00 a.m.

Delegates travelling to the Estoril Convention Centre by public transportation may use the subway Green Line to the Cais do Sodré station, where they should transfer to a train heading to the Estoril train station (located in the Cascais train line).

Bus:

The airport offers a wide range of bus services that connect to the Lisbon city center.

Taxis:

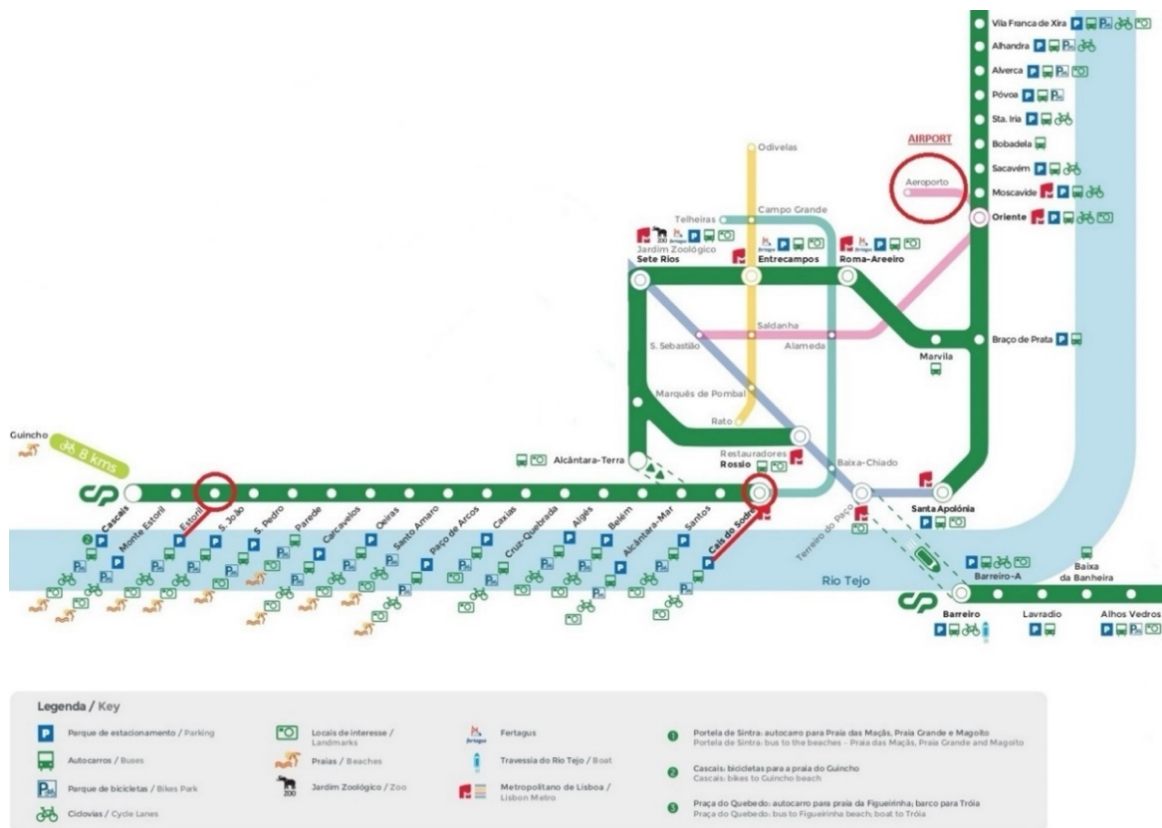
Taxis operate 24/7 throughout the city and they are always available at taxi ranks. For more information, see the airport's website:

<https://www.lisbonairport.pt/en/lis/home>

6.1 GETTING FROM LISBON TO THE FORUM VENUE

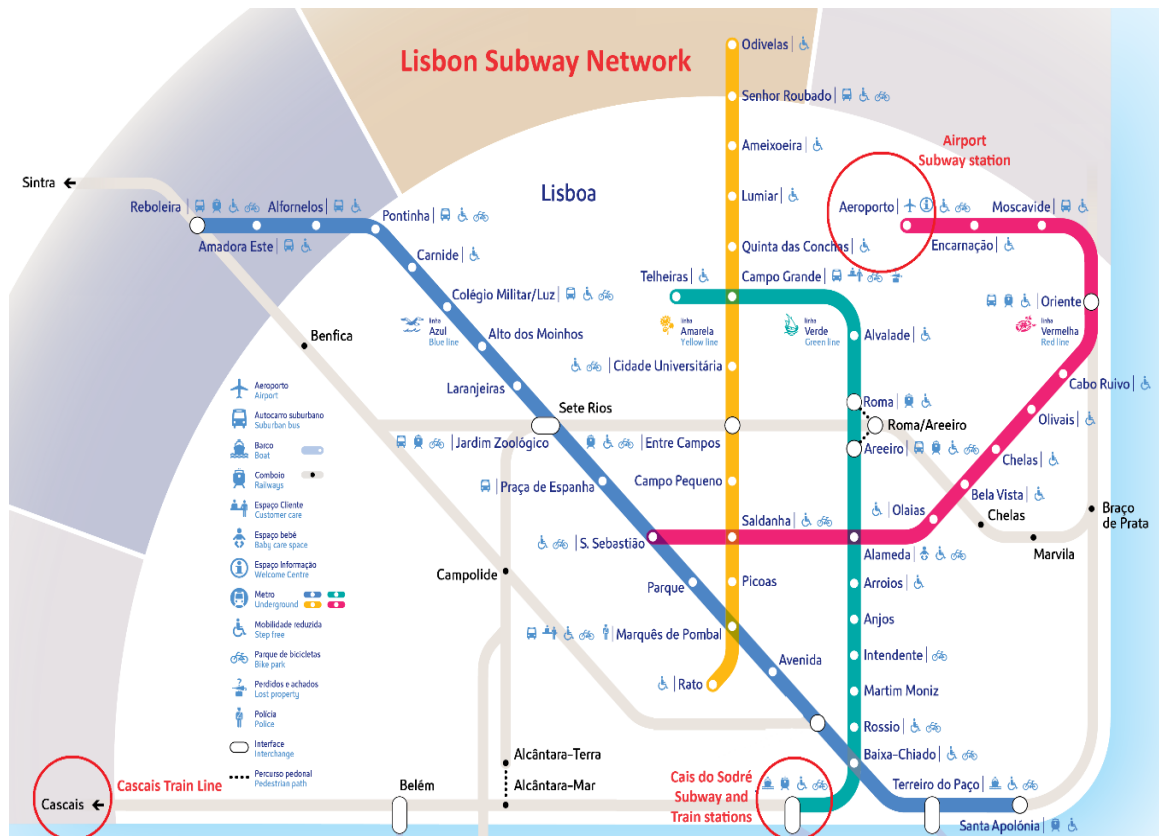
Train

The Estoril train station is within walking distance of the Estoril Convention Center, and is the stop on the Cascais line. To travel from Lisbon to Estoril, take a train from Cais do Sodré train station on the Cascais line (see map below).



Subway

Delegates travelling from Lisbon to the Estoril Convention Center by public transportation can access the Cascais train line through the Cais do Sodré subway station, on the Green Line (see map below).



Map by CP – Comboios de Portugal

6.2 VEHICLE ACCREDITATION

Delegations must submit vehicle information assigned to their VIPs attending the Forum, through their accredited Embassies in Lisbon or their Missions in New York.

The following information is required: a) a valid registration and insurance, b) plate number, c) vehicle type, make and model, d) engine and chassis number, e) driver's name and a valid copy of their driver's license.

This above information must be sent no later than 10 November to unaocforum@mne.pt, with the subject line: "Vehicle Registration for VIP Name/Title".

Note:

- Delegations headed by a Head of State or Head of Government (and their deputies) are permitted to register up to 2 vehicles.
- Delegations headed by Ministers (and their deputies) are permitted to register 1 vehicle.
- Further details regarding other delegation vehicles will be provided by October 15.

6.3 THE MEETING VENUE FACILITIES AND SERVICES

The São Julião da Barra Fort is located 1,9 km from the Oeiras train station and 2,4 km from the Carcavelos train station:



Map by Google Maps

The Estoril Convention Center is located 600 meters from the Estoril train station.



Map by Google Maps

7. INTERPRETATION and UNTV COVERAGE

Simultaneous interpretation will be provided for the Opening, Closing, Plenary Sessions, the Ministerial Meeting and the United Nations Global Conference on Safeguarding Religious Sites in the following languages: Arabic, Chinese, English, French, Russian, Spanish and Portuguese. The remaining sessions and events will be conducted in English.

The 10th UNAOC Global Forum sessions will be webcast live and recorded by the United Nations Department of Global Communications (UNTV). Moreover, all sessions will be available to watch live via the Forum website, <https://cascais.unaoc.org>.

8. UNAOC GROUP OF FRIENDS HIGH-LEVEL MEETING

All Official Delegations — members of the UNAOC Group of Friends — will be invited to attend and inscribe to deliver their official statements at the UNAOC Group of Friends high-level meeting, which will take place on 26 November 2024.

The UNAOC Secretariat will issue a separate guidance note about the process of inscribing to the list of speakers. The UNAOC Secretariat will prepare and issue a provisional list of speakers electronically upon closure of the registration process to the 10th UNAOC Global Forum (after 15 October 2024).

9. BILATERAL MEETING ROOMS

For bilateral meetings among Member States at the Head of State, Head of Government or Ministerial levels, six/seven meeting rooms, each with a capacity for up to 10 participants, will be available from 26 November to 27 November 2024.

An electronic reservation system for the reservation of bilateral meetings will be activated through <https://forms.office.com/e/Ty4hVrCvmV> in order to provide for the equitable and efficient use of the facilities.

To prevent double booking, only the delegation initiating the bilateral meeting should submit the request. Reservations will be accepted for 20-minute slots. The date and time of the bilateral meeting, as well as the name of the other delegation participating in the meeting, should be specified on the request.

Information on the assigned room will be provided one day prior to the meeting. Delegates are encouraged to submit the requests as early as possible. Late requests may not be accommodated.

Official delegations requiring further information should send their questions or inquiries to unaocforum@mne.pt. When sending an email, the wording “BILATERAL MEETING ROOM REQUEST” must be included in the subject line.

10. MEDIA CENTER

A Media Center will be available for members of the media who registered for the Forum at the main venue, the Estoril Convention Center. Further information about the specific room allocation will be uploaded to the Forum website.

11. CATERING

During the Forum, the Host country will offer coffee breaks on November 26-27 and buffet lunches on November 26–27 in the catering area.

On 26 November 2024, the President of Portugal will offer an official dinner for Heads of State, Heads of Government, Heads of delegation at the level of Ministers and Vice Ministers, as well as special guests. Further information will be shared at a later stage. The dinner is by invitation only.

12. MEDICAL SERVICES

It is strongly advised that all Forum participants have travel health insurance and review the coverage details before travelling to Portugal.

The local emergency number is 112.

The National Institute of Medical Emergency (INEM) is the Portuguese Health government's agency responsible for all medical emergency in Portugal. INEM will be responsible for providing health services to high-level participants, as well as medical emergency assistance in the Forum venue.

Medical emergency teams will be present from the moment of arrival in Portugal until departure, covering the airport, defined routes and venues. INEM will coordinate with local hospitals and activate appropriate protocols as needed.

13. SECURITY

The Portuguese Government prioritizes matters related to the security of delegations participating in the Forum in Cascais from 24 to 27 November.

A security zone will be established around the venue during the meetings. Only registered vehicles and accredited delegates will be authorized to enter the security zone, and personal identification badges must be always worn and visible at all times. Access to the meeting venue and movement within the area are restricted to badge holders only.

Delegates will be required to pass through security screening upon entering the venue. Please note that security officers may conduct bag searches and delegates may be asked to surrender any prohibited items. It is highly advisable to leave unnecessary personal items, such as suitcases and travel bags, at the hotel. Only Heads of State and Heads of Government will be exempt from screening.

The Portuguese Government appreciates the cooperation of all delegations in this important security measure and requests that security personnel follow the instructions.

13.1 PERSONAL PROTECTION / SECURITY OFFICERS AND CLEARANCES

Delegations must promptly send details of the intended accommodation for their Heads of State and Government through their accredited Embassies in Lisbon or their Missions in New York. Additionally, an email must be sent to unaocforum@mne.pt.

Upon arrival, including for advance teams, Close Protection Officers (CPOs) will be integrated into mixed teams and briefed on reconnaissance, convoy composition, seating arrangements and other relevant matters.

The Public Security Police, through its Close Protection Unit and other police units, will implement an

adequate security scheme during the stay of the High Entities in Portugal, and will, as customary oversee the police elements accompanying the entities.

Prior to arrival, member states must provide the following information:

- a) Contact person (teamleader, mobile phone, and e-mail)
- b) Firearms (type, serial number, calibre and type of ammunition)
- c) Communications equipment (type and details)

Please be aware that authorizations are required for the import, possession and carrying of firearms in Portugal, and only police officers of the member states are permitted to carry firearms.

Weapons permits will be provided at the airport after a brief inspection, and armed CPOs will be given special badges. Only short-barrelled firearms will be allowed, and the use of jamming frequency devices is prohibited.

A Note Verbale must be submitted to the State Protocol Department at the Ministry of Foreign Affairs through the respective Embassy at least 10 working days before arrival in Portugal. The Note Verbale should be sent to (sp@mne.pt) and include the following information:

- a) Names, ranks
- b) arrival date and time
- c) means of (air) transportation to/from Portugal
- d) date and place of birth
- e) passport number and expiry date
- f) VHF communications equipment
- g) weapons and rounds of ammunition to be imported

If a radio frequency is needed, information on the frequency range and technical specifications should also be communicated to the State Protocol Department.

Delegations are responsible for the timely verification of the airport procedures regarding the entry and departure of firearms.

Only one (1) armed security officer for Heads of State or Government will be allowed to access to the Opening, Closing, Plenary Sessions and the UNAOC Group of Friends high-level meeting.

14. GENERAL INFORMATION

Tap water: Tap water is drinkable, and its quality is monitored.

Local Time: Greenwich Mean Time (GMT).

Currency and Credit Cards: EURO (€); Major credit and debit cards are widely accepted.

Emergency Numbers: 112

Country code: + 351

Electricity: 230 v, 50 Hz; Plug types C and F / Standard continental European dual round-pronged plugs.

Smoking: Smoking is prohibited in all indoor public areas.

Business hours: Most shops in Lisbon are open between 9:00 and 20:00 from Monday to Saturday. Local shops are generally closed on Sundays, but basic goods can be found in supermarkets. Shopping malls are usually open every day of the week, from 10:00 to 23:00.

For information concerning Lisbon, please visit <https://www.visitlisboa.com/>

For information concerning Cascais and Estoril, please visit <https://www.visitcascais.com/en>

For information concerning cultural activities in Lisbon, please visit <https://www.agendalx.pt>

For general information on Portugal, please visit <https://www.visitportugal.com/en>

For information concerning cultural activities in Cascais, please visit <https://www.visitcascais.com/en> (“Culture & nature” tab in the main menu)

15. CONTACT INFORMATION

For general information (Portugal), please contact unaocforum@mne.pt

For registration inquiries, please contact registration.unaocforum@mne.pt

For general information about the United Nations Alliance of Civilizations (UNAOC), please contact ContactAOC@unops.org

For airport arrangements, please contact sp@mne.pt, with CC to unaocforum@mne.pt

For weapons clearance, please contact sp@mne.pt, with CC to unaocforum@mne.pt
